



SENIOR DELINEATOR
Departmental Promotional
Exam Code: 6TR38

Department: Caltrans
Bulletin Release Date: 6/9/2016
Final Filing Date: 6/24/2016
Salary: \$3,908.00 to \$4,893.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Senior Delineator examination. Employment from this examination may be offered in Caltrans District 3, 4, 7, 8, 12, and Sacramento.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans.

Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements.

POSITION STATEMENT

This is the advanced journey level for the series. Under direction, incumbents either (1) act as a lead over a small group of draftspersons; or (2) independently perform highly complex drafting and graphics work requiring a high level of skill, initiative and accuracy. Incumbents prepare roadway design and construction drawings from engineering notes using conventional drafting procedures and computer-aided drafting; make engineering calculations related to drafting and plots data from field notes.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in Districts 3, 4, 7, 8, 12, and Sacramento. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience performing the duties of a Delineator in the California state service.

Or II

Five years of experience in an engineering office, two years of which shall have been comparable to that of a Delineator in the California state service. (College education in engineering or drafting may be substituted for a maximum of two years of the experience in an engineering office on the basis of one year of education being equivalent to six months of experience.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/3026.aspx>

EXAMINATION INFORMATION

It is anticipated that the Supplemental Application Questionnaire will be mailed in July 2016.

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Materials, methods, and equipment used in Computer-Aided Drafting and Design (Microstation) for creating engineering drawings, charts, maps, and diagrams
2. Details, methods, and layouts used in the preparation of roadway design drawings, engineering graphic presentations, construction of buildings, and site work in compliance with office and industry standards
3. Computer-Aided Drafting and Design (Microstation) to create detailed drawings requested by engineers and/or customers
4. Computer applications (i.e., Microsoft Word, Outlook, Excel, Microstation, DESCARTES, FALCON, etc.) to prepare calculations, reports, and correspondence requested by engineers and/or customers
5. Advanced engineering graphics and mapping work to produce detailed drawings
6. Basic principles of drafting and delineation to create technical drawings for engineers and/or customers
7. Reproduction and the printing processes to produce multiple copies of drawings, charts, maps, and diagrams at the request of a customer
8. Simple engineering mathematics, drawing layout, and simple Computer-Aided Drafting and Design (Microstation) techniques used in the preparation of construction drawings in accordance with the industry standards

9. Basic engineering graphics and mapping work in order to assist staff

Ability to:

1. Communicate and work effectively with engineers, technicians, and customers in developing engineering graphic presentations
2. Interpret and plot from detailed engineering sketches to update existing project plans
3. Read and write English at a level required for successful job performance
4. Follow oral and written directions from an engineer and/or customer to update project plans from their specifications
5. Check and plot from field notes or engineering calculations to provide a final plan
6. Assist engineers in developing the appropriate format for final plans
7. Draft neat, legible, and accurate construction drawings and technical sketches for the engineers and/or customers using Computer-Aided Drafting and Design (Microstation)
8. Perform delineation work using Computer-Aided Drafting and Design (Microstation) to produce comprehensive plans for customers
9. Interpret field notes from an engineer to reproduce a working plan
10. Check drawings, dimensions, and specifications to ensure they are error-free for the customer
11. Establish and maintain cohesive working relationships with other state employees, district personnel, and customers to ensure deadlines are met
12. Accurately analyze situations and take effective and appropriate corrective actions
13. Prepare correspondence to effectively communicate with colleagues and other individuals
14. Prioritize assignments to be completed on time and avoid budget constraints
15. Make effective oral and written reports to ensure compliance with project requirements
16. Effectively read and interpret plans, dimensions, specifications, and/or construction documents to ensure compliance with the quality, quantity, and intent of project scope
17. Effectively use computer applications (i.e., Microsoft Word, Outlook, Excel, Microstation, DESCARTES, FALCON, etc.) to prepare calculations, reports, and correspondence for the customer
18. Work in the capacity of a lead person to guide, monitor productivity, and review the quality of work of engineers and technicians
19. Work independently, use good judgment, and complete difficult drafting assignments for the customer

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7731.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide

promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.